

# Identification Checklist for consent to undertake a National Police Check (NPC)

## Appendix 5

### Instructions

- (a) To lodge a National Police Check, the NSW Health Organisation must:
- sight original identifying documents (scanned or photocopied certified copies are not acceptable) and check them against the applicant's completed NSW Health NPC Consent Form (there is no requirement to retain copies of the identifying documents)
  - complete this Identification Checklist.

- (b) The combination of the documents sighted must include the applicant's full name and date of birth and a photograph: If the applicant is unable to provide a photo in a *Commencement of identity* or *Primary Use in the Community document*, a passport-style photograph certified by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993 (Cth)*

As a minimum requirement, the applicant must provide:

- one 'Commencement of identity' document (Section 1 below)
- one 'primary use in the community' document (Section 2 below)
- two 'secondary use in the community' document (Section 3 below)

If they cannot meet these requirements, refer to the Special Provisions (Section 4 below)

- (c) **Change of Name-** If an applicant provides identity documents using a former name, such as a maiden name, they must provide evidence of the name change in addition to the four identity documents.

This means they also need to provide a:

- change of name certificate issued by the Australian Registry of Births, Deaths and Marriages or
- an Australian marriage certificate issued by a state or territory (church or celebrant issued certificates are not accepted)

- (d) **Evidence of ability to work in Australia:** If the documents do not include an Australian /New Zealand passport or Australian birth or citizenship certificate, an appropriate visa or work permit allowing the person to work in Australia must be sighted.

Applicant's Full Name: \_\_\_\_\_

Mandatory record of identifying documents sighted:						
Description of document	Full name on document (including middle names)	Date issued	Place/ Office of issue/ issuing organisation	Expiry date	Checked Against NPC Consent Form	Document Type(eg Commencement, Primary or Secondary)
Mandatory record of document sighted that confirm person's ability to work in Australia						

I have checked the details provided above against the applicant's National Police Check consent form as required at point (a) above, and I confirm:

- the names in the ID documents are included in the consent form, and
- any reference numbers for documents detailed in the consent form match those I have sighted today, and
- the applicant has provided evidence that they are allowed to work in Australia, as required at point (e) above.

I have also confirmed with the applicant that all aliases / former / middle names are included in the consent form. (Note: Failure to include all names may warrant the check invalid).

Full Name: \_\_\_\_\_ NSW Health Organisation: \_\_\_\_\_

Position: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### DOCUMENTS

#### Section 1: Commencement Documents

- a) Full **Australian Birth Certificate** (not extract or birth card)
- b) Current **Australian passport** (not expired)
- c) **Australian Visa** current at the time of entry to Australia as a resident or tourist
- d) **ImmiCard** issued by Immigration and Border Protection that enables the cardholder to prove their visa and/or migration status and enrol in services
- e) **Certificate of Identity** issued by Foreign Affairs and Trade to refugees and non-Australian citizens for entry to Australia
- f) **Document of Identity** issued by Foreign Affairs and Trade to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes
- g) Certificate of **evidence of resident status**.

#### Section 2: Primary Use in the Community Documents

- a) Current **Australian drivers licence**, learner permit or provisional licence issued by a state or territory, showing a signature and /or photo and the same name as claimed.
- b) **Australian marriage certificate** issued by a state or territory (church or celebrant-issued certificates are not accepted)
- c) Current **passport** issued by a country other than Australia with a valid entry stamp or visa
- d) Current **proof of age** or **photo identity card** issued by an Australian Government agency in the name of the applicant, with a signature and photo
- e) Current **shooters** or **firearms licence** showing a signature and photo (not minor or junior permit or licence)
- f) For persons under 18 years of age with no other Primary use in the Community Documents, a **current student identification card** with a signature or photo.

#### Section 3: Secondary Use in the Community documents

- a) **Certificate of identity** issued by Foreign Affairs and Trade.
- b) **Document of identity** issued by Foreign Affairs and Trade.
- c) **Convention travel document secondary** (United Nations) issued by Foreign Affairs and Trade
- d) **Foreign Government issued documents** (for example -drivers licence)
- e) **Medicare Card**
- f) **Enrolment with the Australian Electoral Commission**
- g) **Security Guard or Crowd Control photo licence**
- h) **Evidence of right to an Australian Government Benefit** (Centrelink or Veterans' Affairs)
- i) **Consular Photo Identity Card** issued by Foreign Affairs and Trade
- j) **Photo Identity Card** issued to an officer by a Police Force
- k) **Photo Identity Card** issued by the Australian Defence Force
- l) **Photo Identity Card** issued by the Australian Government or a state or territory government
- m) **Aviation Security Identification Card**
- n) **Maritime Security Identification Card**
- o) **Credit Reference Check**
- p) **Australian Tertiary student photo identity document**
- q) **Australian secondary student photo identity document**
- r) **Certified Academic Transcript** from an Australian University
- s) **Trusted Referees report**
- t) **Bank Card**
- u) **Credit Card**

Appendix 5

**Section 4 - Special Provisions**

**Special Provision 1 – Acceptance of alternate types of proof of identity documents**

Where the applicant cannot provide a:

**Commencement in the Community document, they must provide:**

- One primary use in the community document and
- Three secondary use in the community documents, one of which must contain a photograph

**Primary use in the Community document, they must provide:**

- One commencement of identity document and
- Three secondary use in the community documents

**Secondary use in the community document, they must provide:**

- One commencement of identity document and
- Three primary use in the community documents.

At least one document provided must contain proof of the applicant's full name and date of birth. If the applicant cannot provide a document with a photograph, they must submit a passport-style photograph certified by a person listed in Schedule 2 of the **Statutory Declarations Regulations 1993 (Cth)**.

**Special Provision 2 – Verification of an applicants claimed identity by an authorised referee**

If the applicant cannot provide any identity documents from one of the three special provision categories, they must provide a:

- Passport-style photograph certified by a person listed in Schedule 2 of the **Statutory Declarations Regulations 1993 (Cth)** and
- An authorised referee report that substantiates their claim

The authorised referee must:

- Meet the Australian Criminal Intelligence Commission's authorised referee requirements
- Complete the required sections in the special provisions form, including a declaration
- Provide, if requested, a written reference confirming the applicant's identity on company or/organisation letterhead

**Special Provision 3 – Verification of the applicant's claimed identity with a parent, legal guardian or authorised agent.**

Access to this provisions is restricted to applicants who:

- Are under 18 years of age
- Have a disability requiring part or full-time care from an authorised agent
- Were raised in foster care or similar arrangements

To meet the requirements of Special provision 3, the applicant, parent, legal guardian or authorised agent must meet the minimum proof of identity requirements:

Applicant must provide:

- one identity document containing a photograph from the primary use in community or commencement of identity categories. If they cannot, they must submit a passport-style photograph certified by a person listed in Schedule 2 of the Statutory Declarations Regulations 1993 (Cth).

Parent, legal guardian or authorised agent must:

- confirm their own identity by meeting the minimum proof of identity requirements and
- provide a documentary link between the child and the parent or legal guardian, such as the child's birth certificate or
- provide a documentary link between the applicant and their authorised agent, such as a signed power of attorney.